JOB DESCRIPTION

POSITION: IT Manager   **POSTING DATE:** 2-11-15
LOCATION: Stockbridge-Munsee Community   **CLOSING DATE:** 2-25-15
SALARY: Negotiable/Exempt   **PAYGRADE: VII**

Negotiation will be based on work experience.
Supervised by/Reports directly to: Chief Information Officer   **Department: MIS**

GENERAL RESPONSIBILITIES:

The Information Technology Manager will be responsible for the administration of the Information Technology Department for the Stockbridge-Munsee Community. Administration includes supervising IT personnel, maintaining network and telecommunications systems, preparing annual objectives/budgets and reporting on progress toward objectives, prioritizing and coordinating all IT projects, researching and recommending new technology, developing IT policies and procedures and maintaining computer inventory.

<u>DUTIES:</u>

1. Responsible for the administration of the Information Technology (IT) Department for the Stockbridge-Munsee Community including support for all government offices, health center, golf course, LP gas company and convenience store.
2. Supervise and coordinate daily activities of IT personnel including assignment of work orders and projects.
3. Manage network systems including virtual and physical server hardware and software with Windows Server and VMWare, routers, switches, firewalls, cabling, UPS, backups, anti-virus, web/e-mail filters, internet and WAN circuits and administration of user accounts.
4. Manage computer systems including desktop computer hardware and peripherals, operating systems including Microsoft Windows, productivity software including Microsoft Office and anti-virus.
5. Manage software systems including Microsoft Exchange, Citrix, Track It, Microsoft Dynamics GP/FRx/Business Portal, For the Record, FullCourt, Progeny, Kickback Rewards, Passport, EZ Price Book, Adobe Creative Suite, PastPerfect, LaserFiche, Workhorse Utility, Housing Data Systems, Identicard, ArcGIS, CARES/HOD, TANF, Tribal Tracker, SAMS, Alice DV, AIS, GABI, School Messenger, Spillman, Card Access, Medical Manager, RPMS, McKesson Pharmacy, Dictation and other departmental specific software.
6. Manage web development, maintenance and updates for the tribal websites, Mohican-nsn.gov and Mohican.com, including the tribal member secured site.
7. Manage employee computer orientation and training program.
8. Manage Centrex and voice-over-IP telephone systems.

9.   Prepare annual objectives, operating budget and capital budget for the IT Department and report monthly and semi-annually on progress toward objectives.
10.   Maintain computer inventory and develop an annual computer replacement plan.
11.   Stay current on technological advances in the IT field, research and make recommendations on new technology to improve operations.
12.   Prioritize and manage IT projects and coordinate IT purchases for all departments.
13.   Work with external IT vendors, consultants and engineers.
14.   Maintain and develop IT standards, policies and procedures that comply with all tribal policies.
15.   Must perform assigned duties in a timely manner with minimum supervision.
16.   Must be able to work weekends, nights and holidays.
17.   Must adhere to all established rules, regulations, procedures and policies of Stockbridge-Munsee Community.
18.   Must participate in employee random drug testing program.
19.   Must be able to work with a variety of people with diverse personalities.
20.   Must maintain an acceptable departmental attendance record.
21.   Must be reliable and prompt when reporting to work.
22.   Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
23.   Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
24.   May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
25.   The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1.   A Bachelor's Degree in Computer Science, Informational Technology or a related field is required.
2.   Two years of work experience performing similar duties as those listed is required.
3.   One year of supervisory experience is preferred.
4.   Working knowledge of network and desktop hardware is required.
5.   Working knowledge of Microsoft Windows, Microsoft Office, Microsoft Server, VMWare, Microsoft Exchange and Citrix is required.
6.   Working knowledge of other software listed in duties #5 above preferred.
7.   Must have above average problem solving skills.
8.   Must have excellent verbal and written communication skills.

9.   Must be able to work effectively under pressure and meet multiple deadlines.
10.   Must be able to obtain and maintain a Mohican Nation Gaming License.
11.   Must follow MIC requirements per gaming division.
12.   Must have reliable transportation.
13.   Must be able to lift up to 50 pounds.
14.   Must submit to a Criminal Investigation Background Check.
15.   Must obtain and maintain coverage under the employer's Employee Dishonesty policy.
16.   Must be willing to attend all applicable training.
17.   Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
18.   Must be eligible for coverage under the employer's liability insurance.
19.   Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
20.   Must be able to meet physical requirements of position.
21.   Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
22.   Must abide by departmental and organizational safety, testing, and uniform guidelines.

SUBMIT APPLICATION TO: Human Resources Department
Stockbridge-Munsee Community
N8476 Moh He Con Nuck Road
PO Box 70
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER. CANDIDATES MUST PASS DRUG SCREEN AND REMAIN DRUG FREE.
The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment Preference.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position: Tribal Council Approved:
Revised Position: Exec Dir HR: 2-11-15